

# Pre-application Meeting Form

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Planning and Zoning Division  
**Development Services Department**  
6591 Orange Drive, Davie FL 33314  
Telephone (954) 797-1103, Facsimile (954) 797-1204

A pre-application meeting with a planner at least one week prior to submittal is required. Meetings with other Town staff shall not fulfill this requirement.

- The daily application submittal deadline is 4:00 pm.
- Processing periods end on the 15<sup>th</sup> and 30<sup>th</sup> day of the month. When the date occurs on a weekend, the cut-off is extended to the following Monday.

<p>Pre-application meeting confirmation</p>
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Petitioner

Project name

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Request

Project location

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Petitioner's signature

Date

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Planner's signature

Date

*Created on 3/3/03*

*Pre-application Meeting*

*Rev. 8/22/03*  
1/10/03 Revised 3/3/03 Revised 8/22/03  
Ns\_th\_01/Town\_Hall/Develop\_Service/P&Z/  
Forms/new applications /Temporary\_Use\_Permit

## Temporary Use Permit Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

\_\_\_ Pre-Application Conference with a Planner

\_\_\_ Signed and notarized application

\_\_\_ Folio Number on application

\_\_\_ Copy of survey or site plan signed and sealed

\_\_\_ 2 copies of survey or site plan (letter size) that indicate the location of event, tent, or canopy

\_\_\_ Copy of Occupational License/ Application

\_\_\_ If tent or canopy is being used, 2 copies of Flame Retardant Certificate that is site specific along with 2 swatches of tent or canopy material. Along with flame certificate and swatches, a tent plan with the location of fire extinguishers, tables and chairs, and exit signs are required, if applicable.

\_\_\_ For Seasonal Sales, site plan needs to indicate location of portable toilets

\_\_\_ Building permit processing number: \_\_\_\_\_

On the site plan indicate the following:

\_\_\_ Location of the event

\_\_\_ Parking

\_\_\_ How the traffic is being separated from pedestrians

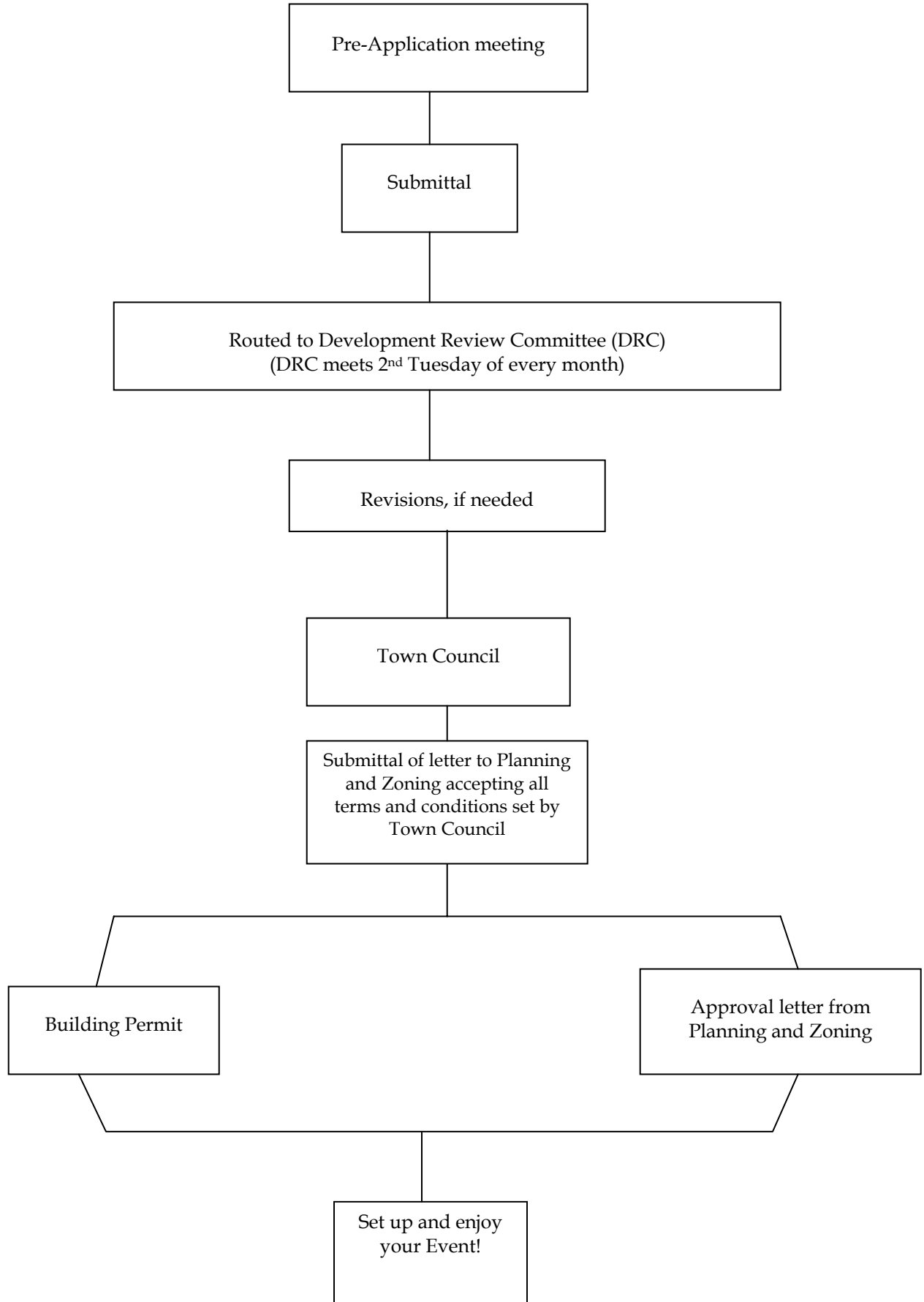
\_\_\_ Temporary electrical poles, if any

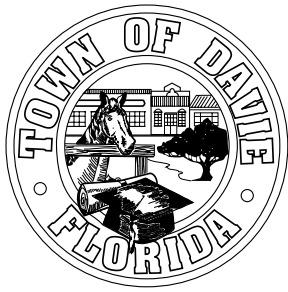
\_\_\_ Portable toilets, if any

\_\_\_ Time, date, duration, and brief description of the event

*Due to some events, additional information may be required.*

## TEMPORARY USE PERMIT PROCESS





**Temporary Use Permit Application  
Planning and Zoning Division  
Development Services Department**

**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Received By: \_\_\_\_\_

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**TOWN OF DAVIE  
TEMPORARY USE PERMIT APPLICATION**

**INSTRUCTIONS TO APPLICANT**

1. Answer all questions and include specific details to ensure proper and prompt processing.
2. Submittal of additional information as deemed necessary by the Town Planning and Zoning Staff shall be required.
3. A Pre-Application conference with a Planner is mandatory prior to submittal of this application.
4. Information must be legible and notarized.
5. A building permit must be applied for and approved along with Town Council approval.
6. Any temporary use authorized by Town Council shall be approved and accepted as to all terms and conditions by the applicant in writing within ten (10) days of the date such temporary use is authorized. The applicant shall file such authorization with the Development Services Department.

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**PETITIONER (If Represented)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

INTEREST IN PROPERTY:      Owner \_\_\_\_\_      Lessee \_\_\_\_\_      Other \_\_\_\_\_

**OWNER**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**LOCATION (Street Address)** \_\_\_\_\_

**FOLIO NUMBER:** \_\_\_\_\_

TOWN OF DAVIE  
TEMPORARY USE APPLICATION

**LEGAL DESCRIPTION (Attach as necessary)** \_\_\_\_\_

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**PRESENT USE OF PROPERTY** \_\_\_\_\_

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**REASON FOR TEMPORARY USE APPLICATION REQUEST (Provide detailed description of the proposed use)** \_\_\_\_\_

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**DURATION OF REQUEST**

**Dates of event** \_\_\_\_\_

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**Times of event** \_\_\_\_\_

**APPLICANT'S STATEMENT OF CONFORMANCE**

1. That any nuisance or hazardous feature involved is suitably separated from adjacent uses. \_\_\_\_\_

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2. The excessive vehicular traffic will not be generated on minor residential streets. \_\_\_\_\_

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3. That a vehicular parking problem will not be created. \_\_\_\_\_

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TOWN OF DAVIE  
TEMPORARY USE APPLICATION

4. Site Plan is hereby submitted that incorporates all information as requested by the Development Services Department. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. I acknowledge that upon authorization and approval by Town Council, within 10 days of such authorization I will execute and accept the letter of terms and conditions to be furnished by the Development Services Department staff. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOWN OF DAVIE  
TEMPORARY USE APPLICATION

\_\_\_\_\_  
Owner's Name(s)

\_\_\_\_\_  
Petitioner's Name

\_\_\_\_\_  
Owner's Signature (All Owners must sign)

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Owner's Signature (All Owners must sign)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

The foregoing instrument was acknowledge  
before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by  
\_\_\_\_\_ who is  
personally known to be or who has  
produced \_\_\_\_\_  
\_\_\_\_\_  
as identification and who did take an oath.

The foregoing instrument was acknowledge  
before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by  
\_\_\_\_\_ who is  
personally known to be or who has  
produced \_\_\_\_\_  
\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

NOTARY PUBLIC:

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

1/10/03 Revised 3/3/03 Revised 8/22/03  
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